



**FINANCE DIVISION DIRECTOR  
DEPARTMENT OF EXECUTIVE SERVICES  
FINANCE & BUSINESS OPERATIONS DIVISION**

**Annual Salary: \$106,820 - \$135,400**

**Job Announcement Number: ESS273**

**OPEN: 5/25/05      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Interested individuals may apply by submitting a current resume, a complete list of five or more personal and professional references, and a letter of interest specifically addressing the qualifications listed in this announcement. Candidates will also be requested to submit a King County Application form. The King County Application form can be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>. Please send **all** application materials to:

**Stein Stenseng, Executive Search Services - ESS273**

**Voice/Message: (360) 664-1953**

**E-mail: [ESSResumes@dop.wa.gov](mailto:ESSResumes@dop.wa.gov)**

**Please make reference to search number ESS273 in the  
subject line of your E-mail submittal.**

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the recruitment process, once sufficient qualified candidates are received. Candidate evaluation will be ongoing, and it may be to the applicant's advantage to submit materials expeditiously. Electronic application packages are strongly preferred and must be in MS Word format. King County is an equal opportunity employer. Applicants wishing assistance or alternative formats in the process should contact Youet Heuy at (360) 664-1954, E-mail: [youeth@dop.wa.gov](mailto:youeth@dop.wa.gov), or TDD at (360) 664-6211.

**WORK LOCATION:** Exchange Building, 821 Second Avenue, Seattle WA

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday. The workweek is normally Monday through Friday 8:00 a.m. to 5:00 p.m.

**POSITION PURPOSE:** As a member on the Department of Executive Services (DES) Management team, this position is responsible for providing management direction to the Finance and Business Operations Division (FBOD). The Director will oversee the financial planning and controller/accounting functions, procurement and contract management, payroll operations, benefits implementation and treasury management including property tax collection, and cash and investment management.

**PRIMARY JOB DUTIES INCLUDE:**

- Directing the establishment and maintenance of controls for the assets, revenues and expenditures of the County, providing financial services to other departments, and financial information to the Executive and the Metropolitan King County Council on a timely basis.

- Directing the County's accounting methodology to comply with various accounting principles prescribed by different authorities, granting agencies and joint powers agreements in which it participates.
- Directing the maintenance of procedures for financial compliance and reporting in accordance with applicable state laws and administrative regulation.
- Maintaining budgetary control over appropriations and expenditures to comply with adopted Council budget decisions and state law relative to expenditure limits.
- Managing short and long term debt administration programs of the County; secure necessary legal and financial consultants; market bonds and maintain bond redemption system.
- Receiving or collecting revenues due to the County; deposit and invest funds to maximize earnings through treasury management. Verify cash receipts and the distribution of revenues to the appropriate funds.
- Managing the proper implementation of benefits plans including health and insurance benefits for active employees, employees on leave, and employees who leave county employment; flexible spending accounts; retirement system enrollment and information; deferred compensation plan enrollment and education, and the LEOFF 1 Disability Board.
- Managing the County's payroll processes for over 13,500 County employees in MSA (semi-monthly payroll system) and PeopleSoft (bi-weekly payroll system); ensure payroll systems and processes are in compliance with all Federal, State, and County laws and ordinances.
- Managing procurement planning, development of solicitations, conducting evaluations of bidders and offertory, and awarding of purchase orders and contracts.
- Determining and develop operations plans, work programs, staffing plans and management information systems; establish and allocate resources; recommend and justify an annual budget; evaluate and adjust planning, budgeting and organizational structure as needed.
- Assisting division and department management with strategic and financial planning and policy development; integrate long and short-term operations plans with overall division/department planning.
- Directing the development of business plans, new business processes, and performance indicators to track division performance.
- Actively participating in the planning and implementation of major system modifications, upgrades, and new system development that impact the County's financial and payroll systems.
- Representing the division before elected officials and committees; offer advice and recommendations; provide information on and promote departmental goals and services.
- Making presentations to County Administrative Officer, Division Managers, and other groups.

**QUALIFICATIONS:**

- Bachelor's degree in finance, business administration, public administration, accounting, economics or a closely related discipline.
- Substantive experience in fiscal management including policy-making and direction of a professional staff.
- Experience in a large and diverse organization.

- Experience in the development of strategic financial plans, review of financial policy options, banking relationships, investment of public funds, payroll, benefits, procurement and contracts, and cash management.
- Exceptional financial management skills combined with staff management ability and experience.
- Knowledge of finance must include a thorough understanding of finance functions in the public sector.
- Must have the ability to set the division's vision and to develop and motivate employees to ensure that the goals of the organization are met.
- Knowledge of the finance functions in a large and complex public sector organization.
- Knowledge of budgeting techniques and principles, auditing and internal control practices and principles.
- Strong and realistic vision; willing to develop innovative solutions to problems and bring out the creative talents of subordinates.
- The ability to delegate responsibility and authority in a firm yet fair manner.
- The ability to effectively manage through change.
- Experience working with top management staff within and outside the agency, elected officials and representatives from local and federal agencies.
- Ability to foster communications and team atmosphere within the Finance and Business Operations Division and other County Departments and organizations.

**DESIRABLE QUALIFICATIONS:**

- A master's degree in business administration, public administration or related field.
- Management experience in developing new financial systems.

**SELECTION PROCESS:** Competitive applicants may be invited to participate in an interview. Salary will depend on qualifications.

**UNION REPRESENTATION:** This position is not represented by a union.

**CLASS CODE: 1010500**